**Position Title:** Program Manager I – Cash and Markets

**Location:** Gorkha, Nepal

**Region:** East/South Asia (ESA)

**Band:** D

**FSLA:** Exempt

**Reports To:** Program Lead

**Length of Assignment:** 3-4 month Short Term Assignment, 1 September to 30 November or 31 December 2015

**About CRS:**

Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. Our Catholic identity is at the heart of our mission and operations. We welcome as a part of our staff and as partners people of all faiths and secular traditions who share our values and our commitment to serving those in need.

**Background:**

Three months after a massive earthquake in Nepal leveled more than 500, 000 houses and claimed 8,669 lives, CRS is continuing to provide life-saving support in some of the worst affected, hard-to-reach parts of the country.

In the first three months of the response, CRS provided more than 20,000 families with emergency shelter materials, blankets, and water treatment and hygiene kits. With Caritas Nepal, CRS has been focusing on the hard-hit districts of Gorkha, Lamjung and Dhading. Combined, CRS and Caritas Nepal have had more than 100 staff on the ground.

Current programming is focused on transitional shelter, market recovery and ensuring access to critical water, sanitation and hygiene materials to last through the monsoon season. Assessments, permanent shelter demonstrations in close collaboration with local government, the Clusters and other stakeholders are underway to inform CRS’ recovery strategy over the next 3- 5 year time frame.

CRS’ market recovery work includes supporting the rehabilitation – both of buildings/ infrastructure, as well as financial capacity – of 3 markets in Gorkha District. These markets are key for providing goods and services to surrounding VDCs, including those more remote. Activities include shelter support and cash grants for market restoration. In December, programs will shift to include cash-for-work (CFW) activities to rehabilitation critical transportation/ trade routes (roads/ trails) that will improve rural-North/urban-Market hubs linkages. CRS also has an ongoing program to distribute one-off multi-purpose cash grants (MPG) to earthquake-affected households, and this program is ongoing.

**Primary Responsibilities:**

The Program Manager I – Cash and Markets will continue to lead the market support program. Through November this will include shelter support and cash grants; between September and December this will also include CFW and trail rehabilitation. The Cash and Markets PM will also support distribution of MPG for a separate program. This role includes providing technical leadership on cash and markets component, with support from HRD’s markets TAs, ensuring program advancement, and ensuring documentation of program progress and outcomes.

Expected time requirements for each activity:

* Market recovery (30%)
* MPG (30%)
* CfW (40%)

**Specific Responsibilities:**

*Manage the market support program*

* Ensure that market support activites are accomplished with quality and on time
* Ensure the collection and analysis of accurate market data (quantitative and qualitative), to be used in decision-making for improved program performance.
* Provide timely reports for projects, assessments and evaluations under areas of responsibility.

*Provide support to MPG team*

* Lead distribution team in strategic VDC where are markethubs (Hansapur, Sinjung, Arughat, Arukhet)

*Start up CfW*

* Coordination with clusters and GoN
* Design concept note and proposal
* Start implementation

*Technical leadership*

* Organize meetings for critical thinking and learning to guide decision-making and action, as appropriate
* Advise HRD TAs on any changes or challenges in program
* Represent CRS in cash cluster meetings

*Documentation*

* Ensure the identification, documentation, sharing and adoption of best practices and lessons learned.
* Provide inputs to a written case study, specifically about market support activities, by the end of December 2015

*Beneficiary accountability*

* Ensure active participation of beneficiaries and other stakeholders in program activities.
* Ensure transparent and effective targeting of project participants based on clear criteria and participatory methods.
* Manage an effective mechanism for collecting and responding to feedback from the communities and project participants.

*Mentoring and Supervision*

* Ensure quality supervision and training of groups of volunteers who are engaged in market support activities.

**Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

* Serves with Integrity.
* Models Stewardship.
* Cultivates Constructive Relationships.
* Promotes Learning.

**Program Manager Competencies:**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

* Sets clear goals and manages toward them.
* Collaborates effectively with staff and stakeholders.
* Manages financial resources with integrity.
* Applies program quality standards to project design and organizational learning.

**Emergency Competencies:**

These are rooted in the mission, values, and principles of CRS and used by each staff working in emergencies to fulfill his or her responsibilities and to achieve the desired results.

* Communicates strategically under pressure
* Manages stress and complexity
* Actively promotes safety and security
* Manages and implements high-quality emergency programs

**Supervisory Responsibilities:**

Manage volunteers supporting market recovery efforts.

**Key Working Relationships:**

*Internal:* Program Lead/Gorkha, Head of Programming/India, Team Lead, Program Managers and other Technical Advisors/Managers, HRD Emergency markets TAs (William Martin and Dina Brick).

*External:* Caritas Nepal and other CI MO staff as appropriate; Cash and markets staff from other INGOs; Cash cluster representatives.

**Qualifications:**

* Master’s degree in development, economics or related studies.
* At least 2 years of professional experience implementing cash or market-based programs.
* Demonstrated skills in cash and markets programs related to emergency programs.
* Familiarity with Sphere standards and SEEP’s Minimum Economic Recovery Standards (MERS)
* Knowledge of CRS and/ or demonstrated ability to manage partnership with Caritas
* Ability and proven experience transferring knowledge through formal and informal training.
* Experience managing staff, budgets and planning processes
* Excellent writing, editing and publication skills, including photography and videography.
* Excellent presentation and communication skills.
* Team-oriented and strong interpersonal skills.
* Strong group process design and facilitation skills.
* Flexibility and ability to motivate.

Familiarity with land tenure issues, “build back better” standards, or Nepali context a plus.

**Physical Requirements/Environment:**

The position is based in Gorkha, Nepal, with national travel, as required - up to 40%. Travel within Nepal includes areas with limited amenities.

**Foreign Language Required:**

Excellent English oral and written communication skills required; knowledge of Nepali local languages desired.

**Disclaimer:**

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS’ talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

**EOE/M/F/D/V**